

To: Gordon, Stephanie[Gordon.Stephanie@epa.gov]
From: Werner, Phillip
Sent: Mon 8/10/2015 2:33:07 PM
Subject: RE: Please CANCEL today's travel to SLC

Thank YOU

Phillip Werner

Financial Management Specialist

EPA Region 8 TMS

1595 Wynkoop Street

Denver, CO 80202

303-312-6831

From: Gordon, Stephanie
Sent: Monday, August 10, 2015 8:10 AM
To: Williams, Laura; Werner, Phillip
Cc: Portillos, Christine
Subject: RE: Please CANCEL today's travel to SLC

It took a while on hold for almost an hour, but I cancelled this flight.

There is no indication of a hotel on the itinerary, so let me know the status of that.

Stephanie Gordon

U.S. EPA, R8, TMS

Budget and Financial Operations Unit (BFOU)

1595 Wynkoop Street

Denver, CO 80202

(303) 312-6845

(303) 312-6007 (Fax)

gordon.stephanie@epa.gov

From: Williams, Laura
Sent: Monday, August 10, 2015 5:57 AM
To: Gordon, Stephanie; Werner, Phillip
Cc: Portillos, Christine
Subject: Please CANCEL today's travel to SLC

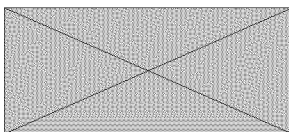
It looks like I won't be able to take this trip due to the Gold King emergency. TY

Sent from my iPhone

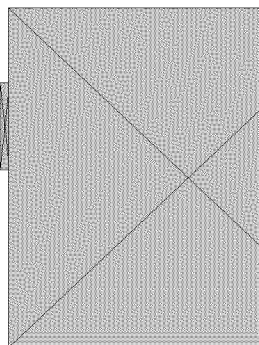
Begin forwarded message:

From: "Southwest Airlines" <SouthwestAirlines@luv.southwest.com>
Date: August 7, 2015 at 3:18:54 PM MDT
To: WILLIAMS.LAURA@EPA.GOV
Subject: Flight reservation (H3Z9ME) | 10AUG15 | DEN-SLC | Williams/Lorenza
Reply-To: "Southwest Airlines" <no-reply@luv.southwest.com>

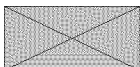
You're all set for your trip!



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Ready for takeoff!



Thanks for choosing Southwest® for your trip! You'll find everything you need to know about your reservation below. Happy travels!



AIR Itinerary

AIR Confirmation: H3Z9ME

Confirmation Date: 08/7/2015

Company ID: 99767146

Passenger(s)	Rapid Rewards #	Ticket #	Expiration Est. Points Earned
WILLIAMS/LORENZ A	Join or Add #	5262132961441	Aug 6, 2016 1712

Rapid Rewards points earned are only estimates. Not a member - visit <http://www.swabiz.com/rapidrewards> and sign up today!

Date	Flight	Departure/Arrival
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Mon Aug 10 534

Depart **DENVER, CO (DEN)** on Southwest Airlines at **3:00 PM**

Arrive in **SALT LAKE CITY, UT (SLC)** at **4:25 PM**

Travel Time 1 hrs 25 mins

Wed Aug 12 3095

Depart **SALT LAKE CITY, UT (SLC)** on Southwest Airlines at **09:45 AM**

Arrive in **DENVER, CO (DEN)** at **11:05 AM**

Travel Time 1 hrs 20 mins

What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on [southwest.com](https://www.southwest.com) or your mobile device. This will secure your boarding position on your flights.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.
- WiFi, TV, and related services and amenities may vary and are subject to change based on assigned aircraft. [Learn more.](#)

Remember to be in the gate area on time and ready to board:

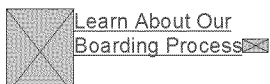
- 30 minutes prior to scheduled departure time: We may begin boarding as early as 30 minutes prior to your flight's scheduled departure time. We encourage all passengers to plan to arrive in the gate area no later than this time.
 - 10 minutes prior to scheduled departure time: All passengers must obtain their boarding passes and be in the gate area available for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
 - If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.
-

Air Cost: 212.20

Carryon Items: 1 Bag + small personal item are free. [See full details](#). Checked Items: First and second bags fly free. [Weight and size limits apply](#).

Fare Rule(s): Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away or DING! fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

DEN WN SLC85.58YCA WN DEN85.58YCA 171.16 END ZPDENSLC XFDEN4.5SLC4.5
AY11.20\$DEN5.60 SLC5.60



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Cost and Payment Summary



AIR - H3Z9ME

Base Fare	\$ 171.16
Excise Taxes	\$ 12.84
Segment Fee	\$ 8.00
Passenger Facility Charge	\$ 9.00
September 11th Security Fee	\$ 11.20
Total Air Cost	\$ 212.20

Payment Information

Payment Type: Mastercard XXXXXXXXXXXX
Date: Aug 7, 2015
Payment Amount: \$212.20

Nonresponsive

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² Security Fee is the government imposed September 11th Security Fee.

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